



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** A RESOLUTION AUTHORIZING THE CONVERSION OF TWO (2) PART TIME LIBRARY CIRCULATION CLERKS TO ONE (1) FULL TIME CIRCULATION CLERK POSITION; AND TWO (2) PART TIME FRONT DESK REC CENTER STAFF TO ONE (1) ONE FULL TIME FRONT DESK REC CENTER STAFF.

**DEPARTMENT:** Human Resources/Community Services

**PROPOSED ACTION:** Approval of a Resolution authorizing the conversion of part time staff to full time staff assigned under the Community Services Department, Library and Recreation Divisions.

**BACKGROUND:** The Recreation Center and Library have continued to struggle in recruiting and retaining staff to meet the growing needs of the community due to limited availability and other scheduling challenges. With the increase in programing for both divisions, it is vital that we have dedicated staff to work these programs and continue to provide services at the levels citizens have come to expect. This conversion will not alter the number of FTEs previously authorized for the current Fiscal Year.

### **BUDGET/FINANCIAL IMPACT:**

Funding for this item was { } included {X} not included in the current-year budget { } N/A

### **RECOMMENDATION:**

**ATTACHMENTS:** (1) Resolution

- { } Staff will be making a detailed presentation on this agenda item at the meeting.
- {X} Staff will provide brief comments and answer questions on this item at the meeting.
- { } This is a routine procedural item, and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*